

# Oklahoma State University Policy and Procedures

<b>ASSIGNMENT OF FUND CODES FOR GRANT AND CONTRACT AWARDS</b>	<b>3-0253 ADMINISTRATION &amp; FINANCE January 2022</b>
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## **POLICY**

1.01 This policy sets forth the procedural requirements and actions necessary to assign a new grant or contract fund code or to retain an old or existing fund code under certain contractual conditions.

## **PROCEDURES**

### **Assignment of New Fund Code**

2.01 The unit requesting a grant or contract fund code must submit a completed routing sheet stating “New Fund Code Requested” under “OSU #.” Before a fund code can be established, the following information or documents must have been previously furnished to Grants and Contracts Financial Administration (GCFA), or, must accompany the grant routing.

- A. Grant or contract proposal document
- B. All revised proposal budgets
- C. Notice of award for grant or contract
- D. The routing sheet detailing any cost-share arrangements consistent with Policy and Procedures Letter 1-0113, Cost Sharing in Sponsored Research and Service Projects.

2.02 Funds committed by the Oklahoma State University Foundation also require the above documentation, as well as the the funding agreement between OSU and the OSU Foundation.

### **Assignment of an Early Requested Fund Code**

2.03 In some instances, it is necessary to request assignment of a fund code prior to getting the routing completely signed. If such a need exists, fund requests are to be directed specifically to GCFA. This request must include all information supporting the routing packet, i.e. the completed routing sheet, notice of award, budget, budget justification, statement of work, and any other supporting documentation.

2.04 The official signed routing documentation should be completed and delivered to GCFA within two weeks following the early fund request.

### **Retention of an Existing Grant or Contract Number**

2.05 Certain preconditions are required before a department is allowed to retain an existing contract fund code. By University policy, each state, federal, or private award must have a

separately identified fund code. The only instances where previously established fund codes may be retained are as follows:

- A. Federal, state and private awards - Modification or amendment to an existing contract. A routing sheet with appropriate information must be submitted through normal channels.
  
- B. Private awards - Previously established fund codes for awards made by non-federal or state agencies may also be retained. OSU Policy and Procedures Letter 1-0118, Multiple Private Awards for Sponsored Projects with the Same General Objective, recites the conditions necessary to establish or retain fund codes for private source awards.

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